

APPENDIX A REFERENCES

Public Law 84-99, Flood Emergency Preparation: Expenditures, as amended.

Public Law 98-662, Water Resources Development Act

Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121 ET SEQ

Executive Order 12148, Federal Emergency Management (Assigns emergency preparedness functions to federal departments and agencies).

Executive Order 12656, as amended, Assignment of Emergency Preparedness Responsibilities

33CFR, U.S. Army Corps of Engineers

44CFR, Emergency Management and Assistance

Office Management and Budget Circular A-11

HSPD-5, National Response Plan

DOD Directive 3025.1, Military Assistance to Civilian Authority

DOD Manual 3025.1-M, Military Assistance to Civilian Authority

AR 11-2, Management Control

AR 500-60, Disaster Relief

DFAS-IN 37-1, Finance and Accounting Policy Implementation

ER 5-1-11, Program and Project Management

ER 11-1-320, Civil Works Emergency Management

ER 11-2-201, Civil Works Activities - Funding, Work Allowances and Reprogramming

ER 37-2-10, Accounting and Reporting, Civil Works Activities

ER 500-1-1, Natural Disaster Procedures

ER 500-1-28, Response Planning Guide (Emergency Employment)

ER 690-1-321, Staffing for Civilian Support to Emergency Operations

EP 37-1-4, Cost of Doing Business

ESF #3 Field Guide

ESF #3 Disaster Guidebook - Mission Guides

ACRONYMS

ALC	Agency Location Code
APC	Agency Program Coordinator
AR	Army Regulation
ARF	Assistance Request Form
ARMS	Access Request Management System
ATL	Assistant Team Leader
ATM	Automatic Teller Machine
CCS	Category Class Subclass
CEFMS	Corps of Engineers Financial Management System
CFR	Code of Federal Regulations
CIC	Command Indicator Code
COE	Corps of Engineers
CWIS	Civil Works Information System
DA	Department of the Army
DCPS	Defense Civilian Pay System
DFD	Disaster Finance Division for FEMA in Berryville, VA
DFO	Disaster Field Office (Replaced by JFO)
DO	Departmental Overhead
DOD	Department of Defense
DOT	Department of Transportation
DSR	Damage Survey Report
E&D	Engineering & Design
EFO	Emergency Field Office
EM	Emergency Manager
EOC	Emergency Operations Center
EP	Engineer Pamphlet
ER	Engineer Regulation
ERRO	Emergency Response Recovery Office (Replaced by RFO)
ESF	Emergency Support Function
F&A	Finance and Accounting Office
FAD	Funding Authorization Document
FCCE	Flood Control and Coastal Emergencies
FEMA	Federal Emergency Management Agency
FLSA	Fair Labor Standards Act
FM	Financial Management
G&A	General and Administrative Overhead
GE	General Expense
HRO	Human Resources Office
IFMIS	Intergrated Financial Management Information System
IM	Information Management

ACRONYMS
(Continued)

IPAC	Inter-Governmental Payment and Collection
JFO	Joint Field Office (Replaced DFO)
LM	Logistics Management
M&IE	Miscellaneous and Incidental Expenses
MA	Mission Assignment
MFR	Memorandum for Record
MIPR	Military Interdepartmental Purchase Request (Government/Customer Order)
MR&T	Mississippi River and Tributaries
MRE	Meals-Ready-to-Eat
MSC	Major Subordinate Command
NIMS	National Integration Management System
NRCC	National Response Coordination Center
NRP	National Response Plan
OGC	Office of General Counsel
OPCON	Operational Control
OT	Overtime
P2	Project Management Business Process
PBAS	Programs Budget & Accounting System
PDA	Preliminary Damage Assessment
PDS	Permanent Duty Station
PIF	Personal Information Form
PL	Public Law
POC	Point of Contact
PR&C	Purchase Request and Commitment
PRT	Planning & Response Team
RFO	Response Field Office
RM	Resource Management
RMPRT	Resource Management Planning and Response Team
ROC	Regional Operations Center (Replaced with RRCC)
RO	Response Organization
RRCC	Regional Response Coordination Center (Replaced ROC)
RSC	Readiness Support Center
SOP	Standard Operating Procedures
T&A	Time and Attendance
TDY	Temporary Duty
TO	Travel Order
UFC	U.S. Army Corps of Engineers Finance Center
UOC	Headquarters, U.S. Army Corps of Engineers Operations Center
USACE	U.S. Army Corps of Engineers
WAD	Work Allowance Document

EMERGENCY RESPONSE MATERIAL

1. References:

DOD Manual 7000.14R, Vol. 8 - Civilian Pay Policy and Procedures
ER 11-1-320, Civil Works Emergency Management Activities
ER 37-2-10, Accounting and Reporting-Civil Works Activities
ESF #3 Field Guide
CECW-OE Memorandum, 18 April 1996, Subject: USACE Reimbursement of Military
Pay and Allowances for TTAD Tours
Joint Travel Regulation, Volumes I and II
Supported MSC/District SOPs for financial management
Timekeeper Manual
National Response Plan, Financial Management Annex

2. Forms, form software, or automated CEFMS forms:

DD Form 250, Receiving Report
DD Form 448, Military Interdepartmental Purchase Request (MIPR)
DD Form 448-2, MIPR Acceptance
DD Form 1351-2, Travel Voucher
DD Form 1610, Travel Order
DA Form 200, Transmittal Record
DA Form 3953, Purchase Request & Commitment
DA Form 5172-R, Request, Authorization, and Report of Overtime
ENG Form 3013, Work Order/Completion Report
SF 1034, Public Voucher for Purchases and Services Other than Personal
SF 1199A, Direct Deposit sign-up Form
Time & Attendance Sheets

3. Equipment:

Laptops/Computers, with related systems software for CEFMS (TCP/IP), MS Office
Suite, forms software (if not provided at home station)
Printer (if not provided at home station)
Electronic signature card readers for PC's

4. Miscellaneous:

Supported MSC/District office phone directory
HQUSACE and MSCs telephone directory (RM)

5. Office Supplies for Initial Set-Up:

Stapler/staples
Ruler
Pens
Pencils
Erasers
High-lighters
Note paper
Ruled paper
Post-it notes
Accounting pads
Computer disks/CD's
Paper clips
Tape
Log book for transmittal control
Page dividers

6. Checklist for Deployment:

Personal supplies
Medications (minimum 30-day supply)
Comfortable clothes
UPASS/CEFMS Access, Request through Access Request Management System (ARMS)
RM/EM Point of Contact directory
Five White Emergency Response Shirts (obtained from your emergency manager)
CEFMS Signature Card
Government Identification Card on a chain/lanyard
Make sure your government travel card is activated and the credit limit is sufficient
Cash
Laptop (depending on available resources) with appropriate software

